

From: <continuinged@swccd.edu>

Date: Mon, Jun 23, 2025, 3:41 PM

Subject: Welcome to Southwestern College Continuing Education!

To: <samplestudent@gmail.com>



Thank you for choosing Southwestern College Continuing Education to help you achieve your educational, personal, and professional goals! Whether you are new to Continuing Education or a returning student, we are here to offer you a wide variety of innovative programming, accessible services, and resources that will meet your needs.

Your SWC ID number is: 9213667

Your MySWC Username is: sstudent

Your Temporary Password: Is the first letter of your first name (in uppercase), first letter of your last name (in lowercase), and your 6-digit date of birth (example: if your name is Dan Roberts and you were born on July 4, 1993, your temporary password would be like Dr070493). You must change your temporary password immediately.

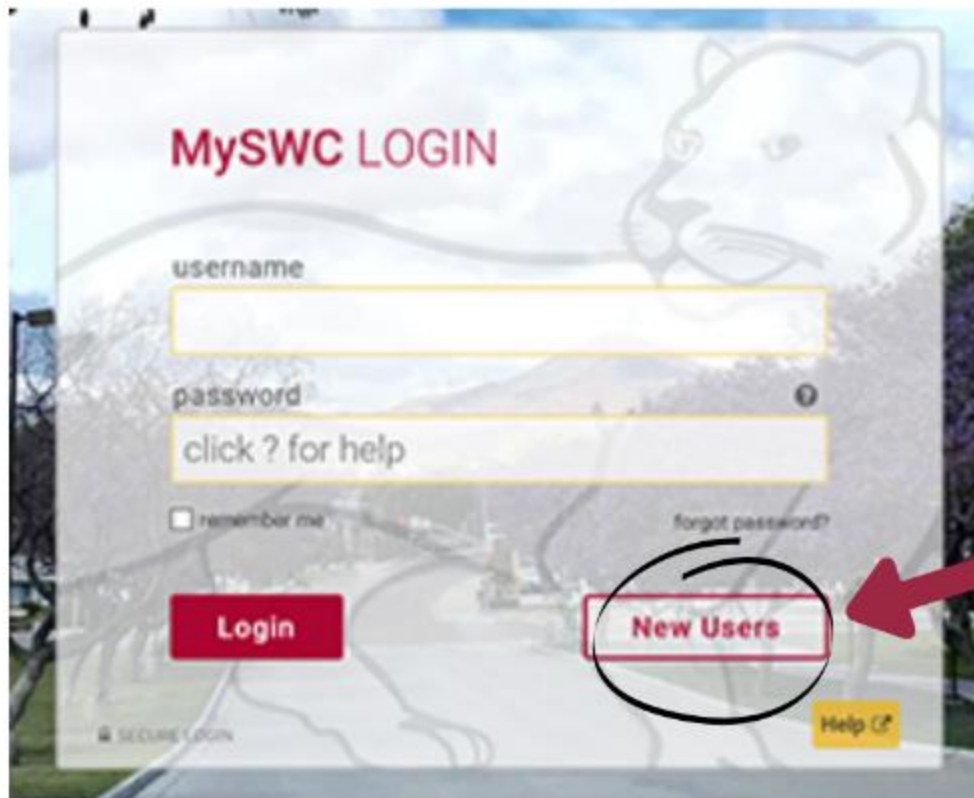
Your SWC Student Email address is: sstudent@swccd.edu

Step 1: MySWC Account Creation

It is **MANDATORY** that your MySWC Account is activated.

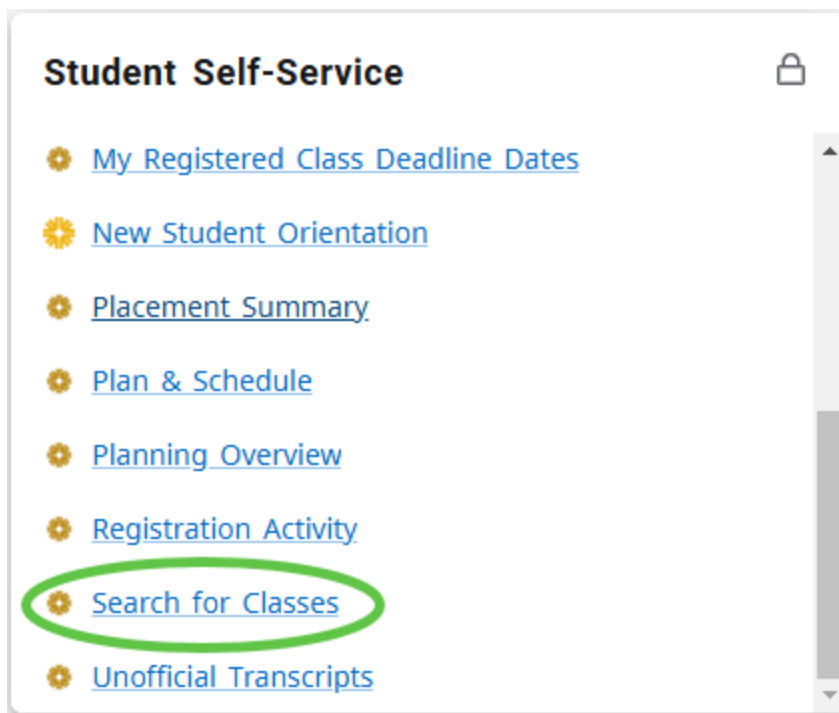
To create your MySWC account and to activate your SWC Student Email, follow this link: <http://my.swccd.edu> (click on "Help" for assistance)

Use your MySWC username and temporary password (See temporary password above) and click "**New Users**" to create your account. For a more detailed look on how to create your MySWC account, view the following videos: [MySWC Login Account Creation](#) or [Como Crear Una Cuenta de Inicio de Sesión Para MySWC](#).



Step 2: Register

The final step of our process is registering for classes! Once you have created your MySWC account, you will have access to your student SWC email as well as other campus links. Login to MySWC now! (This will open a new tab). Under the **Student Self-Service** box, click on the option to **Search for Classes**. Here you will be able to view and register for noncredit classes.



We are here to help! If you have any questions about registration, you may contact the Continuing Education Office via email at continuinged@swccd.edu, by phone at 619-482-6376, or visit our website for more information or to see our current class schedule: [Continuing Education Website](#).

If you would like to set up an appointment to meet with our Noncredit Counselor, **Noel Larsen**, please contact her via email at nlarsen@swccd.edu, or by phone at 619-421-6700 x.5238.

We hope you have a great semester!

Thank you,

Southwestern College Continuing Education

*Please note that **Office 365** is now available to all registered Southwestern students, see link for more information: <https://www.swccd.edu/administration/institutional-technology/applications-and-software/office-365/office-365-for-students.aspx>

** Please note if you are a student in need of basic assistance — food, housing, transportation, textbooks, technology, or other resources — **SWC Cares** is here to support you. Visit the [SWC Cares web page](#) to learn more about the resources that are available to you once you enroll in classes.



Southwestern College Email Disclaimer:

Your ID is: 9213667

To see our online policy and disclaimer, click on [SWC Online Policy](#)